

MERIDIAN PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION
PRINCIPAL

QUALIFICATIONS:

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful school administrative experience preferred
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments

SUPERVISES: Teaching and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at assigned job site

REPORTS TO: Superintendent

JOB GOAL: To provide on-site administration and execution of the district goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Develops and administers school programs consistent with school district goals and objectives.
2. Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
3. Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
4. Ensures that Board policies and procedures are implemented and followed at the school.
5. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
6. Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
7. Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.

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8. Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
9. Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
10. Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, corrective action, and other human resource issues.
11. Organizes and conducts regular meetings with teachers for continuing development of instructional techniques.
12. Involves staff in the evaluation of programs and the planning of new programs.
13. Encourages parental involvement in students' education and ensures effective communication with students and parents.
14. Ensures that student conduct conforms with the school's standards and school district policies.
15. Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
16. Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.
17. Demonstrates prompt and regular attendance.
18. Supports the Meridian Public School District Mission, Vision, and Strategic Plan
19. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on the administrative pay schedule reporting 220 days per year.

EVALUATION: Annually